# The Working Portfolio:
# Focusing on Student Learning

## What is the purpose of my working portfolio?

The purpose of your EYE working portfolio is to help you and your mentor collaborate regarding, reflect on, and formatively assess your progress toward increased student learning.   Unlike pre-service or career portfolios that are built to showcase who you are as a teacher, the EYE working portfolio is designed to shift the emphasis from you to your students.

## What do I do?

You will benefit most from the portfolio process if you build it around the daily cycle of planning, teaching, and assessing.   The portfolio should evolve as a natural byproduct from this cycle as you collaborate with your staff developer.

This process should include notes and artifacts from the following:
- Professional Goals Process
  o  Self-Assessment using WCSD's Professional Teaching Standards
  o  Individual Learning Plan
  o  Mid-Year Review
  o  End-of-Year Reflection
- Collaborative Assessment Logs
- Peer Coaching /Observations (four or more)
- Case Study
- Reflective Writing:  Choose a reflective writing format that works for you (emails to your mentor, daily log entries, notes on lesson plans, etc.) and use it to deepen your thinking about your teaching.

You may also want to include a section, organized by WCSD's Professional Teaching Standards, for storing some of your best ideas, resource lists, lessons learned, and examples of things that worked well.

## Who will be reading and reviewing my portfolio?

Because your portfolio is a tool for organizing and assessing your growth toward your goals, the most important audience is you; make it work for you.  A second audience is your staff developer.  Make sure you include samples of student work and teaching artifacts that will help your staff developer assess your progress and identify next steps toward your goals.  A third audience to consider is your grade/content area team members; lesson plans, effective strategies, rubrics, and other curriculum tools may be of interest to them.  A fourth audience is your administrator.  Once or twice a year, select portions of your working portfolio to share with him or her as part of your evaluation process.  A final audience is students and parents, with whom you may share curriculum maps, disclosure statements, rubrics, etc.

Your audience influences the format for your portfolio.  With the above audiences in mind, you may choose to use an electronic format (such as a web-page), a paper format in a folder or binder, or a combination of both.  Just make sure it is easily accessible to you and your staff developer as you work toward your goals.  Edit as needed, but *do not* spend a lot of time polishing and embellishing your portfolio.

For tools, tips, and examples of EYE Working Portfolios, please visit our website: *http://prodev.washk12.org/EYE*